

PRE-SUBMITTAL MEETING SUMMARY

RFQ A08-017

Project Delivery and On-Call Engineering Services Pre- Submittal Meeting

August 6, 2008 – 10:00 AM

1. Introductions

ACCMA Staff were introduced to meeting attendees.

2. Opening Remarks

Currently, the ACCMA is being tasked with implementing the design and construction of important traffic congestion relief projects for the California Transportation Commission's (CTC) Corridor Mobility Improvement Account (CMIA). Alameda County received funding in excess of \$400 million for these projects. CMIA projects on I-80, I-580, I-880, and Route 84, and projects on I-680, as well as various other projects, are expected to be funded within the next five years.

In 2007, The ACCMA has established a list of pre-qualified firms to provide project delivery services. ACCMA now intends to consolidate and update this list of pre-qualified firms providing project delivery services on annual basis to ensure maximum full and open competition. The ACCMA encourages Small Business Enterprises (SBEs), Local Business Enterprises (LBEs) and Disadvantaged Business Enterprises to submit a statement of qualifications and to participate in project delivery. This will also provide an opportunity for 2007 pre-qualified firms to update their statement of qualifications and key personnel, if needed.

3. Overview of General Scope of Services

The CONTRACTOR shall perform a variety of project delivery and on-call engineering services on as needed basis in support of the various project phases including but not limited to project scoping, planning, preliminary engineering/environmental studies, final design, right of way support and utility coordination.

Attachment A of the RFQ contains a partial list of the types of service we expect to need.

4. Proposer's Minimum Qualifications

General Qualifications

1. The CONTRACTOR shall demonstrate sufficient experience in and comprehensive knowledge of State of California highway and local roadway project development.
2. The CONTRACTOR shall possess knowledge of regulations and codes regarding State of California highway and local roadway project development.

Specific Qualifications and Experience

Project Development Teams consisting of Prime Contractor and Subcontractors

The CONTRACTOR project delivery team shall have prior State of California highway project development experience on large-scale highway projects. This experience should include all aspects of highway planning and design including roadway, structural, environmental, geotechnical, intelligent transportation system (ITS), drainage, materials and pavement design, surveys, traffic, landscaping, electrical and signing and striping necessary to prepare complete PS&E design packages ready for advertisement. Contractors must exhibit a track record for the delivery of the project design documents on schedule and value engineered for least cost budget. The qualifications and experience of key personnel from the prime CONTRACTORS and the subcontractors shall be provided.

Subcontractors not associated with Project Delivery Teams

Specialty transportation planning, environmental and engineering contractors are also encouraged to submit a Statement of Qualifications for contractor work disciplines included in the RFQ. Specialty transportation planning, environmental and engineering subcontractors must have prior experience on Caltrans projects and local roadway projects and have a demonstrated record of successful on time and on budget delivery of products within their specialty design discipline. Caltrans Expenditure Authorization (EA) numbers for projects submitted as references must be provided (if appropriate).

A List of Potential Project Delivery Team Work Disciplines may be found in the RFQ.

Any sub-contractor who has not been included with the project delivery team may submit its individual qualifications for any of the above listed contractor work disciplines. These qualifications will be considered for future project proposal selections.

5. RFQ Evaluation Criteria and Procedure

Selection Process Dates:

August 21, 2008: Statement of Qualifications are due no later than 3:00 p.m. on Thursday, August 21, 2008 at the offices of the Alameda County Congestion Management Agency. 1333 Broadway, Suite 220, Oakland, CA 94612. *Late submittals will not be accepted.*

Week of September 15, 2008: If necessary, interviews for CONTRACTOR selection will be held on Week of September 15, 2008.

November 19, 2008: The ACCMA will continue to accept SOQs up to November 19, 2008. Interviews will be scheduled as necessary and firms will be added to the pre-qualified list as appropriate.

Evaluation Criteria: The following criteria will be used to evaluate SOQ:

Qualifications of the Firm:

- Technical experience in performing work related to project delivery of key team members
- Experience working with public agencies
- Record of completing work on schedule
- Strength and stability of the firm
- Technical experience and strength and stability of proposed subcontractors
- Assessments by client references.

Demonstrated understanding of the project delivery and potential problem areas:

- Project approach, work plan, quality assurance program
- An understanding of ACCMA and other applicable agency's review process,
- Experience with similar projects related to project delivery.

Staffing and Project Organization:

- Qualifications of project staff, particularly key personnel, especially the project manager, key personnel's level of involvement in performing related work; logic of project organization; concurrence in the restrictions on changes in key personnel.

Schedule and Capacity to Provide Qualified Personnel:

- Adequacy of labor commitment and understanding of the project phases and deliverables.

Evaluation Procedure

A Contractor Selection Panel, which may be made up of ACCMA staff and other agencies, will review the SOQ submitted. They will then establish a list of pre-qualified firms based on pre-established review criteria. Interviews will be held if necessary.

The product of the selection process will be a list of qualified project delivery and on-call engineering firms, as determined by the Contractor Selection Panel. Work will be awarded as projects are released, consistent with the contractor's specialized qualifications to perform a specific project scope.

Award

When the Contractor Selection Panel has completed its work, ACCMA will enter into negotiations for specific projects based on the firm's prior experience and understanding of the specific projects, experience on similar projects, experience and understanding of the community where the project is located, resource availability, and the ability to meet the project schedule. If for a specific project, negotiations with a firm are ultimately unsuccessful, or if a firm declines the work offered, then negotiations will proceed with another firm from the list.

6. SBE, LBE and DBE Programs

ACCMA encourages utilization of qualified SBEs/LBEs when such SBEs/LBEs are available. All prime consultants are required to report on SBE/LBE usage during the term of each contract, using a form provided by ACCMA.

SBE and LBE Policy

ACCMA has adopted a Small Business Enterprise (SBE) Policy, pursuant to which the ACCMA encourages all prime contractors to utilize qualified SBE subcontractors on ACCMA projects, ACCMA promotes the direct purchase of goods from qualified SBEs by utilizing SBE vendors when such vendors are available and the price of the goods sought is reasonable, and, for professional services contracts, ACCMA seeks the utilization of qualified SBEs when such SBEs are available. All prime contractors are required to report on SBE usage during the term of each contract, using a form provided by ACCMA.

For purposes of ACCMA's SBE Policy, an SBE shall be a "small business" within the meaning of 13 CFR Part 121 and California Government Code Section 14837. In the event that the ACCMA's SBE Policy conflicts with any Federal, State or other funding source's programs, policies, regulations or requirements, ACCMA shall make the SBE Policy consistent with said funding source's programs, policies, regulations and requirements to the extent permissible by law. ACCMA's SBE Policy is neutral as to race,

ethnicity, national origin, age, sex, religion, sexual orientation and other protected classes.

ACCMA has also adopted a Local Business Enterprise (LBE) Policy, pursuant to which the ACCMA encourages all prime contractors to utilize qualified LBE subcontractors on ACCMA projects, ACCMA promotes the direct purchase of goods from qualified LBEs by utilizing LBE vendors when such vendors are available and the price of the goods sought is reasonable, and, for professional services contracts, ACCMA seeks the utilization of qualified LBEs when such LBEs are available. All prime contractors are required to report on LBE usage during the term of each contract, using a form provided by ACCMA.

DBE Program

As a condition of receiving federal funds (if any), ACCMA has signed an agreement with Caltrans pursuant to which ACCMA has agreed to implement Caltrans's Disadvantaged Business Enterprise (DBE) Program Plan (hereinafter referred to as the DBE Program) as it pertains to local agencies. The DBE Program is based on U.S. Department of Transportation (DOT), Title 49, Part 26, Code of Federal Regulations requirements.

7. Statement of Qualification (SOQ) Due Date

All Statements of Qualification must be submitted by 3:00 pm, PST, November 19, 2008.

Late submittals will not be accepted.

It is possible that the ACCMA will wish to enter into a contract for project delivery or on-call project delivery services prior to November 19, 2008. To be considered for any contract before November 19, 2008, a statement of qualification must be received by 3:00 pm, PST, August 21, 2008.

8. Response to Questions Already Received

See attached list of questions asked to date and their answers.

9. Questions and Answers Session

A summary of questions ask at the pre-submittal meeting and their answers will be posted on the ACCMA website.